

**Southwest Area Mobilization Guide**  
**Chapter 20 - Administrative Procedures**  
**Section 22 • Crews, Overhead, and Specialty Services**

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## **22.1 Mobilization**

Requests for individual overhead positions must comply with position names and descriptions as shown in the Incident Qualifications and Certification Handbook (PMS 310-1) and the Incident Qualification and Certification System. However, additional position codes have been added in ROSS to accommodate FEMA requests as the Federal agencies have been tasked to assist under the National Response Plan. Orders for positions not described in these handbooks will be considered as “Technical Specialist (THSP)” personnel requests. As such, a detailed description of parameters will be required in the special needs block in ROSS when placing the request. A dispatcher should NOT take a request for a position without being positive of exactly what the job description is.

All requests for overhead, equipment/supplies, or crews must include the Incident/Project Order Number, request number, financial codes, and reporting instructions. Whenever possible, a copy of the resource order should be given to all individual overhead; chiefs-of-party, crew bosses, and crew superintendents. Individuals, chiefs-of-party, etc., will check in with the Status Check-in official upon arrival at the incident, staging area, mobilization center, and at the reporting location.

**a. Closest Resource.** Incident requests will be filled using the resource(s) with the quickest response time, within the zone, regardless of agency. Requests that cannot be filled within the zone will be ordered through SWCC. Resources in adjacent zones will be considered first as they may have the quickest response time.

**b. Night Driving.** Employees responding to an incident may drive for official business between the hours of 10 p.m. and 4 a.m. only if:

A. The mental and physical condition of the driver(s) are such that the driving and travel can be performed in a safe manner; AND one of the following can be met:

1. The destination can be reached within 2 hours; or,
2. Drivers can be changed every 2 hours; or,
3. Drivers have had 8 hours in “off-shift” or “non-duty” status prior to beginning of travel.

Employees responding to emergency incidents shall include all driving and/or travel time in the 2:1 work-rest ratio. Reference Interagency Incident Business Management Handbook (IIBMHB) section 12.7-1, Red Book Section 06-5 and 06-6, and Blue Book (BIA) Chapter 9.K.

**c. Use of Light Aircraft When Dispatching Personnel.** When sending personnel to an incident, dispatchers must keep in mind that passengers carrying fire packs and other equipment can rapidly overgross or fill an aircraft. The pilot in command has final authority on passenger and cargo configuration.

**d. Out of Area Assignments and Assignments Between Zones.** Based on the fire qualifications listed in the ROSS program, all efforts shall be made by SWCC to distribute requests for personnel assignments equitably among all zones. It is the responsibility of each individual to keep their zone current on availability. The zone offices are responsible for making sure individuals update their availability in ROSS. The system, if properly maintained, provides dispatchers at the zones and SWCC with the information used to fill requests in a timely manner.

**e. Sending Trainees.** Trainees can be sent only after approval by the receiving unit via established ordering channels. A separate request number (i.e. O-XXX) is required for trainees.

**f. BIA Special Needs.** During tribal ceremonial festivities, BIA agencies may order specific resources. Zone dispatch centers and SWCC shall adhere to the ordering agency request.

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**22.1.1 STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL  
(EXCLUDING SMOKEJUMPERS, RAPPELLERS AND CWN HELICOPTER MANAGERS;  
Reference Mob Guide, Chapter 60, Sections 63 and 65.)**

All personnel dispatched off their unit must conform to the following limitations. (Reference National Mob Guide (NMG) Chapter 10, Section 13.8.)

1. One frameless, soft pack, not to exceed 45 pounds.
2. Web gear or briefcase (not both) not to exceed 20 pounds.
3. Maximum allowable crew weight, including equipment, is 5,100 pounds.
4. All personnel baggage weights must be displayed separately from individual weights on flight manifests.
5. Pre-identified Type 1 Incident Management Team members are authorized additional weight not to exceed 300 pounds of equipment per team. The IC must designate in advance which team members are authorized additional weight and make this a matter of record.
6. **Within the Southwest Area ONLY:** The Southwest Coordinating Group has agreed that specific members of the Southwest Area Type 1 Interagency Incident Management Team will be authorized to take extra equipment needed in the performance of their duties in the positions they are filling. Additional items/weight beyond that specified in the National Mobilization Guide may be manifested and shipped as cargo on the same aircraft or the first available aircraft, not to be construed as personal weight or personal gear. All extra equipment carried must be approved by the Incident Commander.

**22.1.2 FIRE SUPPRESSION WORK/REST GUIDELINES.** Management of crew, overhead, and support personnel must abide by the work/rest guidelines to assure a safe, productive operation. Safety is the responsibility of all incident personnel and the following guidelines shall be used to meet work/rest requirements for all incident personnel. Reference the National Mobilization Guide (NMG), Chapter 10, Section 13.1.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Type 2 incident commander (IC) or agency administrator (AA) (incident unit) may provide time off supplementary to mandatory days off requirements. For Type 3-5 incidents, paid days off should be rare exceptions. However, if necessary, the Agency administrator (incident host or home unit) may authorize days(s) off with pay.

The IC or AA authority to grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977). Reference Interagency Incident Business Management Handbook (IINMHB), Chapter 10, Section 12.7.

**a. Work/Rest Guidelines:** Work/rest guidelines should be met on all incidents.

Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

The Incident Commander or Agency administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident

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records. Documentation shall include mitigation measures used to reduce fatigue. The Excess Hours Log is located in the forms sections of the Mob Guide in Chapter 20, Section 28.14 titled “Length of Assignment Extension Requirements” and can be used as an acceptable method of documentation.

The Time Officer’s/Unit Leader’s approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

**b. Length of Assignment:**

1. Assignment Definition An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.
2. Length of Assignment Standard assignment length is 14 days, exclusive of travel from and to the home unit, with possible extensions identified below.

Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including incident management teams.

3. Days Off After completion of a 14-day assignment and return to the home unit, 2 mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident. (See Section 12.1-2) (5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977). If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual’s regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to Agency requirements.

Casuals (AD) are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

All length of assignment rules apply to aviation resources, including aircraft pilots, notwithstanding the FAA and Agency day off regulations.

4. Assignment Extension Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance.

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Assignments may be extended when:

- life and property are imminently threatened,
- suppression objectives are close to being met,
- a military battalion is assigned, or
- replacement resources are unavailable, or have not yet arrived.

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, 2 mandatory days off will be provided prior to the 22<sup>nd</sup> day of the assignment.

Contracts and Emergency Equipment Rental Agreements (EERA) should be reviewed for appropriate pay requirements and length of assignment. If the contract or EERA do not address, the incident Finance/Administration Section Chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

**Single Resource/Kind Extensions:** The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource's concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor's approval.

The Incident Commander approves the extension. IF a convened geographic or national multi-agency coordinating group (GMAC/NMAC) directs, the incident commander approves only after GMAC/NMAC concurrence.

**Incident Management Team Extensions:** Incident management team extensions are to be negotiated between the incident Agency administrator, the Incident Commander, and the GMAC/NMAC (if directed).

The Assignment Extension form can be found in Chapter 20, Section 28, Exhibit 14 of this guide. A copy of the documentation should be attached to timesheets.

Upon release from the assignment, regardless of extension duration, 2 mandatory days off will be provided immediately following the return to the home unit and are chargeable to the incident. (Reference IIBMHB 12.7-2.)

c. **Rest and Recouping Facilities.** When days off are planned, arrange for rest and recouping facilities that provide for:

1. 8 hours uninterrupted sleep.
2. Telephone for personal calls.
3. Facilities for showering and washing clothes.
4. Commissary or other source of essential personal items.
5. Where practical, recreational opportunities may be provided such as television, video movies, etc.
6. R&R sites that provide the above needs at least cost should be selected.

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## **22.2 Demobilization**

### **22.2.1 SOUTHWEST AREA DEMOBILIZATION GUIDELINES AND PROCEDURES**

- a. Any request for release of Southwest Area personnel will be made through the normal dispatch system.
- b. The Southwest Area Center Director will advise the Incident Commander of any geographic area or national priorities to be included in the demobilization plan. The director will approve the demobilization schedule and may freeze or divert any item(s) that may be needed elsewhere. The director will also determine the need for and implement reassignment centers as needed, informing the incident team Demobilization Unit Leader and the incident dispatch whenever a staging or reassignment center must be established.
- c. Resources will be demobilized through the same dispatch channels through which they were mobilized.
- d. Dispatch/coordination offices may be requested to remain open throughout a heavy demobilization period.

## **22.3 CREWS**

- a. **Four (4) types of crews are recognized for Area and National Interagency assignments.**

Type 1 Interagency Hot Shot Crews, reference SWCC Mob Guide, Section 62.

Type 2 with initial attack capability (T2 IA).

Type 2 (SWFF, Agency and Interagency Regular, and Department of Corrections Inmate crews). Reference SWCC Mob Guide, Section 62.3.

Camp Crews, reference SWCC Mob Guide, Section 62.4.

- b. **1. Administration of SWFF Firefighter Crews.** Administering guidelines for SWFF crews are found in the Southwest Firefighter Crew Management Guidelines.
- 2. Administration of AZ Department of Correction (ADOC) Crews.** Administering guidelines for ADOC crews are found in the AZ State Forestry Department of Correction Crew Management Guidelines. Contact AZ State Forestry for a copy. ADOC crews are available for use within the State of Arizona only.
- c. **Crew Representatives (CREP).** It is the discretion of the sponsoring agency on whether to assign a crew representative to a Type 2 crew per Southwest Firefighters Crew Management Handbook.
- d. **Interagency Resource Representative (IARR).** An IARR shall be assigned to **ALL** out-of-area incidents that have four or more Southwest Area crews, or when the SWCC Director deems necessary. All Southwest Area IARRs are ordered by SWCC and report directly to the Duty Officer at SWCC when the Duty Officer position is mobilized. When the Duty Officer position is not mobilized, the IARR will report directly to the Area Coordinator or IARR Coordinator at SWCC.

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e. **Crew Rotation List for Out-of-Area Assignments.** Two crew rotation lists for dispatch out of the Southwest Area are maintained by SWCC. They are for the Type 1 Crews and Type 2 Crews. These lists will be published and updated on the SIT300. The following dispatching criteria will apply:

1. Type 1 Crew status, as indicated on the status boards in the Coordination Center, will always be "Available," "Committed," or "Unavailable/On Day Off."
2. The home unit must confirm the availability of the crew(s) within 30 minutes of the time the request for crews is placed.
3. A crew will be placed on "Committed" status as soon as they leave the Southwest Area. If the request is cancelled before the crew reaches its destination, the crew will not lose their place on rotation.
4. Crews will be placed on "Available" status in their order of return to the Southwest Area. Crews returning to the Southwest Area at the same time will go on the "Available" list in the order they were dispatched.
5. Out-of-area rotation guidelines will be adhered to whenever possible. However, large transport aircraft logistics, time constraints, and cost considerations may make it necessary to use the closest crew(s) available, regardless of their position on the rotation list.
6. Crews assigned to an incident in-area will not lose their place in the out-of-area rotation list.

f. **Coyote Tactics** This tactic consists of a progressive line construction technique involving self-sufficient crews which build firelines until the end of a shift, remain overnight at/near that point, and then begin again on the next shift. Crews should be properly equipped and be prepared to spend several shifts on the line with minimal support from fire camp.

1. Meals during Coyote Tactic shift may consist of Meals Ready to Eat (MREs) and/or sack lunches.
2. The Coyote Tactic generally will not last over three or four shifts for any one crew.

#### **22.3.1 MOBILIZATION INSTRUCTIONS**

- a. Crew superintendents and crew representatives shall be familiar and insure compliance with Southwest Firefighter Crew Management Guidelines.
- b. Crews should have at least 10 copies of the Passenger and Cargo Manifest and all other paperwork completed prior to arrival at the staging area or airport of departure. Personnel weights are entered separately from baggage/equipment weights. Do not enter personnel or baggage and equipment weights when going to a mobilization center. This will be done there. An individual's personal gear weight shall not exceed 45 pounds; web gear maximum weight of 20 pounds. Total crew weight (personnel and equipment) shall not exceed 5,100 pounds. Crew members are limited to one soft pack and web gear. All items must be inside the pack, not attached outside.
- c. Crews ordered through NICC are NOT dispatched with handtools when transported by air. **WITHIN THE SOUTHWEST AREA**, crews can be ordered "with tools." If tools are needed, they should be ordered separately as a supply item.
- d. All equipment will be inspected and weighed at time of mobilization to ensure adherence to safe transportation procedures. To avoid delays in loading aircraft, chain saws or other equipment with fuel

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tanks and fuel carrying containers must be emptied and purged with an inert gas prior to arrival at the airport or mobilization center. **Some commercial airlines may refuse to transport chain saws or hazardous material; be prepared to provide alternative shipping.** NO combustible materials in motorized equipment, containers, or fusees may be loaded aboard aircraft.

- e. When proceeding to a mobilization center, establish telephone contact with the agency controlling the center.
  - 1. Tonto Dispatch Center (Williams Gateway Mobilization Center), (602) 225-5351/5355.
  - 2. Albuquerque Mob Center, contact (505) 346-7904/7905 or contact Albuquerque Zone Dispatch at (505) 346-3910.
- f. On arrival, check in immediately with the Mobilization Center Manager or Coordinator/Load Master. Keep the crew together, preferably inside vehicles, until check-in is completed and a location designated for unloading personnel. Crews and overhead will normally not be moved from the staging area until the aircraft is confirmed to be on the ground.
- g. When vehicles will remain at the air departure point, turn over vehicle keys to mobilization center personnel.
- h. It is the responsibility of the sending unit to refurbish their crews. Incident replacement guidelines are outlined in Sec. 24.4.

**22.3.2 TYPE 1 CREWS**

- a. **Get-away Times for Southwest Area Hotshot Crews**
  - 1. During duty hours - depart station or work site within 30 minutes after dispatch order is passed to the crew superintendent.
  - 2. During off-duty hours - depart station within 2 hours after dispatch order is passed to the crew superintendent. **Crews on days off shall be given the opportunity to respond to dispatch requests, but must be able to mobilize and meet this get-away time or will not be considered to fill the order.**
- b. **Tools and Equipment**
  - 1. Handtools shall be taken with the crew to incidents in the Southwest Area. Normally, when hotshot crews are transported by air within the Southwest Area, their assigned ground transportation will be dispatched to the incident.
  - 2. Unless specifically requested, Type 1 crews shall not take handtools on aircraft when on assignment outside the Southwest Area. Each crew may take specialized tools, four sawpacks, and chaps on an assignment. Reference NMG, Chapter 20, Section 22.3.
  - 3. Minimum and optional items checklist is located in the Fireline Handbook.
  - 4. In region, Type 1 crews will generally drive to the incident. On out-of-gacc assignment(s), transportation will be determined by the requesting or receiving unit. Crew carriers will not follow the crew unless specifically requested by the requesting or receiving unit.

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**22.3.3 TYPE 2 CREWS**

- a. **Interagency Regular Crews.** Interagency crews from zones have been identified and will be dispatched using the Southwest Area Type 2 Crew rotation for out of the Southwest Area.
- b. **Agency Regular Crews.** Several Forest Service and Bureau of Indian Affairs units can mobilize crews made up of regular agency personnel for needs within or outside of the Southwest Area. The host Agency will determine when the crew is available. When they are available, the host zone dispatch center will work the crew into the dispatch rotation.
- c. **Southwest Firefighter (SWFF) Crews.** While a number of SWFF crews are available, a specific number of crews are designated from each SWFF organization for first dispatch to incidents outside of the Southwest Area. This number of crews listed for each unit should not be exceeded until all organizations have reached their assigned maximum level or have stated they cannot reach that level and all available interagency regular and hotshot crews have been committed.
- d. **AZ Department of Corrections Crews.** ADOC Type 2 crews are available throughout the State of Arizona. All requests for ADOC crews must go through the Arizona Interagency Fire Center. The crews cannot be dispatched outside of the State of Arizona. These crews come fully equipped with transportation and tools. All crews are certified up to NWCG standards and are accompanied by a Corrections Crew Boss. These crews do not participate in the crew dispatch rotation.
- e. **SWFF/Regular Type 2 Initial Attack Crews.** These specialized Type 2 crews will not be included in the rotation schedule with SWFF/Regular crews. These crews will be mobilized on an as-needed basis to incidents in the Southwest Area or out-of-area.
- f. **ADO Payment Instructions.**
  1. The receiving unit will brief crews on crew time records, while in on-duty and non-duty status. Casuals have three ways to receive payment: Direct Deposit, Electronic Transfer Account (ETA), or by check in the mail.
- g. **Dispatching Procedures**
  1. All requests will be placed through normal dispatch channels. The zone dispatch centers will be used to mobilize and demobilize all resources. Zone dispatch centers can mobilize and commit resources internally. When resources are exhausted internally, request(s) will be placed with SWCC and they will facilitate the request. The crew(s) closest to the incident will normally be dispatched first within gacc and near lands adjacent to SWA. However, if there is a crew who can respond quicker and meets the date and time needed, they may be requested. The host zone dispatch center will determine which crew(s) gets dispatched per internal rotation.
  2. To facilitate crew movement and travel arrangements, each crew will consist of a minimum of 18 but not more than 20 persons, including Crew Boss or Superintendent, Crew Representative, and trainees, if assigned.
  3. SWFF crews shall not be broken down for smokechasing unless a qualified agency employee is assigned with each group sent out. At no time should SWFF crew members be sent out without this leadership.
  4. Direction in the National Mobilization Guide, Section 23.3, reads:  
"Crew representatives assigned to Type 2 crews will remain with their crew from dispatch until



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release at home unit. While it is desirable to have a crew representative for each AD crew, the sending geographic area may send one crew representative for every two crews provided a determination has been made that such crews have the experience and leadership to perform the assignment.”

- h. The Southwest Firefighter Crew Management Guidelines charges home/sponsoring units with the administration and identification of a list of equipment required for all Type 2/SWFF and Camp Crew crew members when they are dispatched to an incident. Host agency is responsible for outfitting the crews.

## **22.4 Smokejumpers and Rappellers**

**22.4.1 SMOKEJUMPERS.** Gila/Las Cruces Zone shall maintain facilities at the Silver City/Grant County Airport and provide support for smokejumpers which may be ordered for suppression as the need arises. Detailed smokejumpers will follow the agreement established between Regional Foresters in Regions 1 and 3.

**22.4.2 HELICOPTER RAPPELLERS.** In the Southwest Area there are helicopter rappellers located on the Cibola, Gila, Kaibab, Prescott, Coronado, and Tonto National Forests. Rappelling crews may work on other unit or agency lands. Orders for crews will be placed through normal channels. See Section 25.8.4.

## **22.5 Helicopter Modules**

The Southwest Coordinating Group has agreed that within the Southwest Area when helicopter modules are ordered for CWNs, the following will apply. See Sec. 24.8.

- a. Units requesting modules will do so on an Overhead request, using a separate O number for each member. Module members should be joined with the helicopter at some point before proceeding to the incident, to confirm operational procedures, check communications, etc.
- b. Call-when-needed (CWN) helicopters will be managed by a qualified module.
  1. **For Type 3 & 4 Helicopters.** Manager and two crew persons.
  2. **For Type 2 Standard Helicopters.** Manager and three crew persons.
  3. **For Type 1 Standard Helicopters.** Manager and four crew persons.
  4. **For Limited Helicopters.** Manager, plus other personnel as needed.
- c. Approval may be obtained to manage two limited helicopters with one qualified manager. All of the following criteria must be met:
  1. An order for a second manager has been placed.
  2. The helicopters are physically located side by side.
  3. A qualified Helibase Manager is assigned.
  4. Aerial supervision is being provided.
  5. The appropriate agency Aviation Manager at the State, Area, or Regional level must grant approval on a case-by-case basis.

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## **22.6 Communication Coordinator**

See Sec. 22.6, National Mobilization Guide.

## **22.7 Incident Meteorologist**

Incident meteorologists should be automatically ordered to compliment a Type 1 Incident Management Team and are strongly recommended for Type 2 teams. All orders for incident meteorologists will be passed to SWCC, where the fire meteorologists will assist in obtaining the closest available resource. In the absence of the SWCC meteorologists, SWCC staff will contact the NWS National Fire Weather Operations Coordinator ((208) 334-9824)) to obtain the closest available resource. See Section 67.6 for a list of Southwest Area IMETs.

## **22.8 Cache Support Positions**

See Section 22.8, National Mobilization Guide.

## **22.9 Incident Management Teams**

### **CHECKLIST FOR ACTIVATING A TYPE 1 OR 2 INCIDENT MANAGEMENT TEAM.**

- a. The following items must be considered by units ordering either Type 1 or Type 2 incident teams.
  1. Development of the Wildland Fire Situation Analysis (WFSa) is the local agency administrator's responsibility.
  2. Delegation of authority. Local agency administrator will delegate in writing.
  3. Agency Representative(s), from the local fire agency(s).
  4. Incident Business Advisor.
  5. Business Management Specialist, from the local fire agency(s).
  6. Setting up a Fire Support Center with local procurement personnel to provide for ordering and transportation of equipment and supplies.
  7. Information Officer, from the local fire agency(s).
  8. Ordering a National Fire Radio Cache if the local radio system is not sufficient for the fire traffic.
- b. The requesting fire agency is responsible for clearly marking routes into the ICP. The agency will give clear and concise directions to the ICP and/or camp to the Zone Coordination Center for message broadcast.
- c. The Incident Commander shall contact the requesting agency's representative prior to arriving on the incident. An agreement will be reached on forces and supplies that will be needed.
- d. The local Agency representative will prepare a list of firefighting forces and supplies provided by the local fire agency. This information will be given to the Incident Commander prior to arrival at the fire.

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**22.9.1 INTERAGENCY TYPE 1 INCIDENT MANAGEMENT TEAMS**

- a. The Southwest Coordinating Group (SWCG) is responsible for selection of team members; monitoring and evaluating team performance; and providing team member development. See Southwest Coordinating Group Handbook, Chapter 50.
- b. **Team Rotation and Assignment.** The SWCG will select and manage the two Interagency Incident Management Teams as components of a National Rotation Schedule established and maintained by the National Interagency Coordination Center. See Section 22.9 National Mobilization Guide. See Section 68, SWA Mobilization Guide for team configuration and on-call schedule.
- c. **Trainees**
  1. Trainees sent to incidents within the Southwest Area are subject to the following constraints:
    - A. The jurisdictional agency will have first opportunity to assign trainees. No more than one trainee shall be assigned for each position.
    - B. When a Type 1 team is requested, the team will have pre-approved trainee slots filled and may negotiate with the receiving unit to dispatch more trainees to the incident.
  2. Trainees sent to incidents outside the area are subject to the following constraints:
    - A. Unless notified otherwise by the receiving unit, Type 1 teams dispatched outside of the Southwest Area for all incidents may have a maximum of six trainees. Dispatch of more than six trainees for team assignments outside the Southwest Area must be negotiated with the receiving unit.
- d. **Maintenance of Southwest Area Type 1 Interagency Incident Management Teams.** Team members must be available for dispatch within 2 hours during their on-call period. If a team member is unavailable for dispatch due to sickness, vacation, or any other reason, he/she shall notify their dispatch office which will immediately notify the Southwest Coordination Center Director. If a position becomes permanently vacant, the center director, after consultation with the team Incident Commander, will arrange for a permanent replacement. If more than two (2) vacancies occur to the short team makeup during an on-call period or the Incident Commander is unavailable, the team will not be dispatched for a national assignment. (See the Southwest Area Fire Management Board Handbook.)
- e. **Team Call-out Procedures**
  1. When a Type 1 team is ordered, the SWCC Coordinator-on-Duty (COD) will contact the Incident Commander (IC) first. The COD will then initiate contact between the IC and the ordering unit. If the ordering unit is outside the Southwest Area, the contact will be with the receiving geographic area Coordinator-on-Duty. The purpose of this contact will be for the IC to confirm the location and time of the agency administrator's briefing.
  2. The IC will contact the Coordinator-on-Duty at SWCC to pass the time and location of the agency briefing. At that time SWCC will advise the zones of the Type 1 team dispatch with location and time. (This time and location may be different than that listed on the order.)
  3. Within the Southwest Area team members will drive to the agency briefing if they can meet the time constraints, otherwise, they will fly.

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4. For dispatches outside the Southwest Area the ordering office or NICC will decide on charter, commercial air arrangements, or driving to meet the schedule. This information will be passed by SWCC to the zones.
5. The COD will ensure that the SWCC Center Director or the Duty Officer is advised of the team order.
6. By direction of the Southwest Coordinating Group (SWCG), the SWCC will not mobilize any Incident Management Team that does not meet national standards to out-of-area assignments.

**22.9.2 INTERAGENCY TYPE 2 INCIDENT MANAGEMENT TEAMS.** Selection and management of the SWA Type 2 IMTs is the responsibility of the respective Zone Coordinating Group, subject to the limitations, if any, placed upon the Zone Board in its enabling charter. Type 2 IMTs are intended to be used in relatively short term, moderate complexity incidents. Use of non-SWA IMTs may be utilized when consistent with the nearest available force concept.

There is no areawide rotation system established for SWA Type 2 IMTs. Zone CCs and SWCC will adhere to the nearest available forces concept when requesting a Type 2 IMT.

**22.9.3 INTERAGENCY FIRE USE MANAGEMENT TEAMS.** The Southwest Area maintains one Wildland Fire Use Management Team. Selection and management of the team is the responsibility of the Southwest Coordinating Group. The Fire Use Management Team (FUMT) provides a specialized management organization to fulfill the need for assigned resource support to fire use actions that exceed local units' management capability at activity levels experienced during long duration situations or when preparedness levels are high and high priority fires with protection objectives are requiring large resource commitments. The FUMTs bring unique risk assessment and fire growth projection capabilities to support decisionmaking and improve planning and implementation activities on fire use actions. The teams consist of an overhead configuration based around Incident Command System (ICS) command and staff positions. See Section 69.6, SW Mobilization Guide and Section 22.9.3, National Mobilization Guide.

**22.9.4 INTERAGENCY FIRE USE MODULES.** In the Southwest Area there are NPS Fire Use Modules located at Bandelier National Monument and Saguaro National Park. NPS Fire Use Modules are available for use on NPS or other agency fire use or prescribed fires. Follow normal dispatching processes to order a module. See Section 22.9.4, National Mobilization Guide.

**22.9.5 CRITICAL INCIDENT STRESS MANAGEMENT**

- a. Ensure the Critical Incident Stress Management (CISM) protocols and resources are in place prior to the occurrence of a critical incident. Attempting to implement a program or response in the aftermath of an incident is difficult and often ineffective. All CISM orders must go through SWCC.
- b. Identify Employee Assistance Program (EAP) and its capabilities in:
  1. Grief counseling
  2. Family support
- c. Identify local/regional CISM teams.
- d. Identify national CISM teams.
- e. Contact CISM resources to discuss activation/capabilities/costs.
- f. Conduct training for all employees in stress management and critical incident stress awareness.

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- g. Activate CISM resources (peer support and mental health professional) to respond to incident.
- h. In case of serious injury or death to a Native American, immediately contact home tribe leadership for cultural considerations.

**22.9.6 USDA FOREST SERVICE ADO (ASSISTANT DISBURSING OFFICER)**  
Section Removed.

**22.9.7 USDI DOI APT (ADMINISTRATIVE PAYMENT TEAMS).** Department of Interior APT Teams can make full range of vendor payments. These teams will be ordered by the established rotation list. USDI Bureau of Indian Affairs have authority to make payment to AD hires. See Chapter 69, National Mobilization Guide.

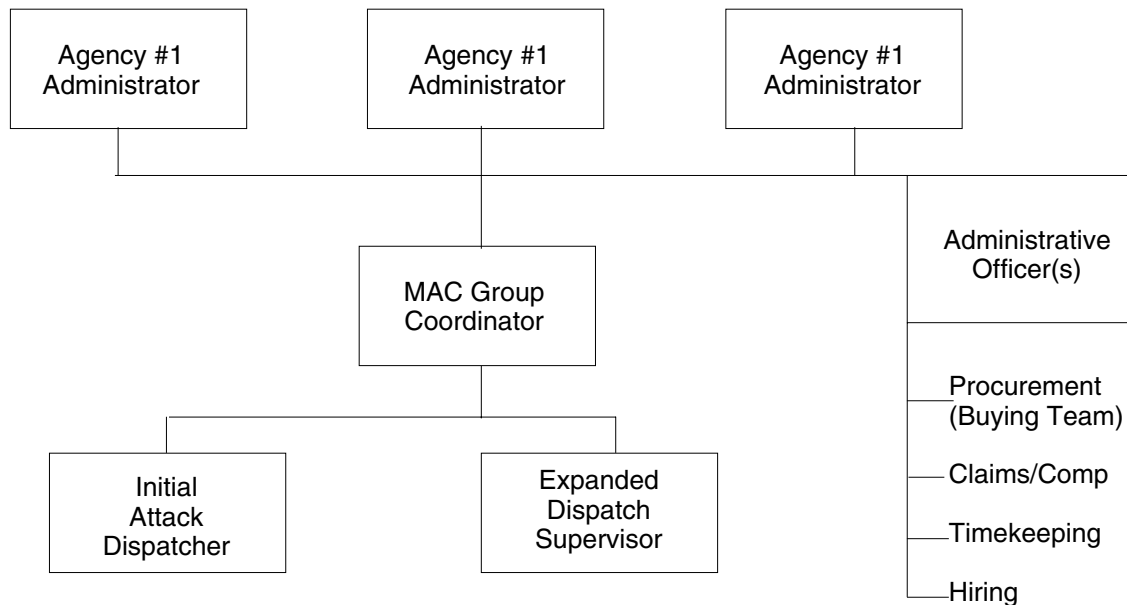
**22.9.8 BUYING TEAMS.** There is typically, at least, one interagency Buying Team (BT) in the Southwest Area.

- a. The Southwest Area Buying Team will be committed to a 2-week on-call schedule from April 1 through October 31. See the national rotation list.
- b. The BT Coordinator will provide SWCC with the team roster and a list of alternatives each spring.
- c. **Dispatching Procedures**
  - 1. Units place orders for a Buying Team through normal dispatch channels to SWCC Overhead Desk. The order requires seven separate request numbers, one for each team member.
  - 2. The Overhead Desk requests the team. The team leader will be contacted first for any special instructions to be passed to team members.
  - 3. The Buying Team is supervised by the administrative officer for the Agency administrator in support of the expanded dispatch organization.

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**Incident Support Organization  
Organization Chart - Complex Incident**



## **22.10 Mobilization Centers**

### **22.10.1 MOBILIZATION**

- a. Primary mobilization centers in the Southwest Area are located in Phoenix, AZ, and Albuquerque, NM. Secondary centers are located in Flagstaff, AZ, and El Paso, TX. These centers are an extension of SWCC and will be activated by resource order from SWCC to the zone dispatch center in which the mobilization center is located whenever resource orders to move personnel and crews by large aircraft are received. Other "centers" where overhead and crews may be mobilized and held pending assignment or transport to a primary center are available at designated locations.
- b. The National Interagency Coordination Center shall initiate requests for any support that charter or contract large transport aircraft and flight crews may need.
- c. Media personnel must immediately check in with the mobilization center manager. All discussion with firefighters or staging personnel will be cleared with the mobilization center manager before interviews will be granted.
- d. Early notification must be given to the unit hosting the mobilization center. SWCC will coordinate arrival times with the hosting unit before the resources are ordered. Dispatch offices will normally be requested to have crews and overhead at the mobilization center at a specified time. Unless permission is obtained from the center, travel should be adjusted so the resource will not arrive more than 1 hour prior to that time.

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- e. Buses and other transport to move departing resources from the mobilization center to the airport will arrive at the center at least 1 1/2 hours prior to departure time of scheduled aircraft.
- f. Crews, superintendents, and/or chief-of-party should:
  - 1. Have their manifests and all other paperwork completed prior to arrival at the mobilization center. (The recruiting unit will complete everything on the manifest except the body, cargo, and total weight. This will be done by mobilization center personnel.)
  - 2. Whenever possible contact the Tonto National Forest or Albuquerque Zone Coordination Center when 30 minutes to 1 hour away to receive updated information on aircraft ETAs, changes in destination, etc.
    - (a) Contact Albuquerque Zone Coordination Center via radio on 170.525 or by telephone at (505) 346-2660.
    - (b) Contact Tonto National Forest via radio on 168.350, or by telephone at (602) 225-5351/5355.
  - 3. Fuel and clean out vehicles before arrival at the mobilization center.
  - 4. On arrival, check in immediately with the mobilization center manager. Notify the manager of any vehicle maintenance problems or if vehicle has not been fueled. Keys for all vehicles that will remain at the mobilization center will be turned over to mobilization center manager.
  - 5. On arrival at the mobilization center, crews must be kept together. Notify personnel that they must remain in close proximity to the mobilization center so they can be moved out rapidly when required.
- g. The mobilization center manager or designated mobilization center personnel will ensure that personnel departing on aircraft comply with all regulations regarding transportation of hazardous materials (i. e. petroleum products, fusees, etc.) prior to loading.
- h. The mobilization center will not assume the responsibility of the recruiting unit for screening and outfitting of resources (i.e. boots, gloves, etc.). Discrepancies noted will be brought to the attention of the Southwest Coordination Center Director for documentation and a decision on continued use of the resource.
- i. "Sack lunches" shall be provided to crews by the recruiting unit. A sack lunch or hot meal **MAY** be provided by the mobilization center when an extended delay in departure occurs. Mobilization centers require 4 hours advance notice to supply a meal or sack lunch for a crew.
- j. When resources will be assembled at Albuquerque or Phoenix, SWCC should notify the zone dispatch office, even if they are not expected to open the mobilization center (i.e. when resources are directed to the plane). This is to have the zone aware that resources will be in or passing through the area. If the zone is contacted by a crew leader, strike team leader, or chief-of-party for assistance, the zone will be better able to respond.

**22.10.2 DEMOBILIZATION**

- a. When release information is received of crews or overhead to arrive at airports other than at their home unit, SWCC will contact the zone dispatch office nearest that airport and pass on the travel information. The zone/mobilization center manager will coordinate with the home unit to confirm

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transportation details to the home unit. Transportation for arriving resources will be at the center 1 1/2 hours prior to scheduled aircraft arrival time. If the time between notification and aircraft ETA is not sufficient to meet the 1 1/2 hour deadline prior to an aircraft's arrival, transportation will be arranged by the center.

b. When travel starts from the mobilization center to the home unit, the mobilization center will call SWCC and the home unit with the ETA.

c. All units are requested to notify their zone of any contacts, travel plans, or ETAs received from their personnel that have not come through normal dispatch channels.

d. Late Night Arrivals. Travel after 2200 requires approval by the Southwest Coordination Center Director or acting.

## **22.11 Specialty Services and Positions**

### **22.11.1 EMERGENCY MEDICAL SERVICES**

a. Unit managers shall identify and provide for needed levels of emergency medical services. This may be provided through local medical care providers or through trained government personnel.

1. Employees functioning in positions formally designated as Emergency Medical Technician (EMT) positions must have current state or national registry certification.

2. Forest Service employees providing EMT services in connection with Forest Service or cooperating agency operations may perform these duties at locations outside of their certifying state. (See FSM 6725, and for use of prescription drugs, see FSM 6723.)

3. Interior employees should refer to agency specific directions.

b. Regional Office/Forest Service contract for furnishing of emergency medical services is awarded annually to individual units in Arizona and New Mexico. Services to include basic life-support assistance and treatment and evacuation of seriously injured individuals. Services are limited to those authorized by state laws for personnel trained and licensed as paramedics and EMTs.

1. Contractor provides in-the-field basic life-support emergency medical care with emergency medical technicians (EMTs).

2. Contractor-provided advance life support with paramedics.

3. The contractor may also provide board-certified emergency room physicians and registered nurses.

See Section 66.3.

### **22.11.2 DISPATCHERS/COORDINATORS**

The Southwest Area follows the qualifications stated in D-310-1:

	<b><u>Required</u></b>	<b><u>Suggested Training</u></b>
Dispatch Recorder (EDRC)	None	D-110, I-100, S-110, S-130
Support Dispatcher (EDSD)	None	D-310, I-200, S-260, S-270, S-281
Supervisory Dispatcher (EDSP)	Aviation Mgmt. & Safety	D-510, I-300, S-301, S-381
Coordinator (CORD)	None	I-400, S-401



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**22.11.3 RURAL FIRE DEPARTMENT MOBILIZATION**

New Mexico Rural Fire Department resources are mobilized as New Mexico State Forestry resources. They are ordered through normal dispatch channels.

Arizona Rural Fire Department resources are mobilized as Arizona State Land Department resources. They are ordered through normal dispatch channels.

**Large Incidents.** (1) Agency representative/liaison for representation while on incidents being managed by an Incident Management Team and (2) timely release of fire department resources to provide home unit coverage as required by law/ISO regulations.

**Communications.** Once established communications are made, they must be maintained. See Section 71.3.d.

**Attributes and Limitations.**

Attributes:

1. Expert water supply/delivery
2. Rapid initial attack
3. Emergency Medical Services capability
4. Limited hazardous materials capability

Limitations:

1. Logistical support (i.e., food, fuel) is virtually non-existent outside fire department's (FD) jurisdiction.
2. Many FD resources cannot remain on an incident for the long term, as this may jeopardize livelihood.
3. Must provide continuous fire protection for structures at home area as required by law/ISO regulations.

**22.11.4 INTERAGENCY RESOURCE REPRESENTATIVE**

Interagency Resource Representative (IARR). An Interagency Resource Representative shall be assigned to ALL incidents that have or more Southwest Area crews. All Southwest Area IARRs are ordered by SWCC and report directly to the Coordinator on Duty (COD) or the IARR Coordinator if the position is activated.

As a representative of the Southwest Area and the agencies located within the IARR acts as a liaison between area resources and the Incident Management Teams, Area Coordination Center, Hosting Agency Administrator/Fire Management organization and represents the interests of the sending area in relation to the sending area resources, mostly but not limited to, those of the Type 2 crews. The IARR is an ambassador (an authorized representative) for the Geographical Area Coordination Center. They will report to the hosting GACC office or incident planning section to represent the Southwest Coordination Center.

Duties of the IARR consist of, but are not limited to, assisting IMT/GACC in giving oversight to: R&R issues, pay issues, accident/injury incidents, crew replacement, crew performance and cultural issues. They will report at least daily to GACC COD or the IARR Coordinator. Submits daily reports to SWCC at the end of each assignment. Maintains regular contact with CRE reps., crew bosses, other IARRs, and

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single resources from the area. Insures that accurate information is transmitted to the SWCC on a daily basis. Provides assistance, as needed, to the demobilization unit and coordination center, also attends IMT briefings, strategy and planning sessions to keep current on incident plans.

Forms and Support needs: The IARR will need a cellular telephone, a government or agency issued credit card with authority to expend agencies funds, mobilization guides (National and Southwest), Crew Management Handbook, Fire Business Management Handbook, and the IARR needs to be completely self-sufficient. The forms needed consist of the Daily IARR Report Form and the SAFENET Form, these forms are available on the Southwest Area Web site, the IARR needs to become familiar with these forms to help trainees and the resources they are assisting in completing these forms and reporting safety issues and concerns.

- a. **Qualifications.** In accordance with the NWCG 310-1, and FS manual 5109.17 the Southwest Fire Management Board has established the following prerequisite experience for all agency IARRs.

Prerequisite Experience: **Crew Boss** or previously qualified as an **IARR**.

Other positions that will maintain currency: **Crew Representative**.

- b. **Training.** Training for the IARR is required every 2 years.

#### **22.11.5 HUMAN RESOURCE SPECIALIST POSITION**

The Southwest Fire Management Board recognizes that civil rights considerations are essential in the management of any emergency incident and must be given high priority by all members and levels of the fire organization. The position is indicated in the Planning section; however, as a specialist, may be assigned elsewhere in the organization at the discretion of the Incident Commander and the Planning Section Chief. A Human Resource Specialist (HRSP) is mandatory for all fire incidents which have 300 or more people in a camp situation. For camps less than 300, Incident Commanders should examine the situation to determine if a Human Resource Specialist is warranted.

- a. **Position Description.** The Human Resource Specialist, a member of the Planning Section Staff, is responsible for monitoring civil rights activities and developing measures for assuring that appropriate practices are followed. The Human Resource Specialist will work with the Incident Management Team to represent the civil rights of all employees. Particular attention will focus on ensuring that a positive working environment, supportive of cultural diversity, will be maintained and enhanced for all personnel. The Human Resource Specialist will correct inappropriate acts or conditions through the regular lines of authority including, but not limited to, Incident Commander, local Agency administrators, agency EEO counselors, employee relations specialists, and union representatives. Except as they relate to civil rights and appropriate behavior, the Human Resource Specialist will refer concerns about pay, food, sleeping areas, transportation, and shift changes to the appropriate incident staff.

- b. **Qualifications.** To effectively assign the best personnel to the Human Resource Specialist position, the emphasis on the qualifications should not be on possession of an extensive fire background, but rather the possession of "people skills." The qualifications of this position focus on communication, interaction, and effective listening skills, as well as sensitivity to Civil Rights/EEO issues. Completion of I-220 Basic Incident Command System training is required

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**22.11.6 FOREST SERVICE NFFE REPRESENTATION IN FIRE CAMP.** See the Master Agreement between the Forest Service and the National Federation of Federal Employees (NFFE) Article 28 (FIRE).

- a. Specifically Item 2. Union Representation at Fire Camp:
  2. Union Representation at Fire Camp:
    - a. Officers of the NFFE Forest Service Council or their designees have the right to represent bargaining unit employees at all fire camps. The Forest Service Council may designate a sufficient number of representatives to assure up to 24-hour coverage, based on representational need, at any fire camp where Forest Service employees are present.
    - b. The need for an onsite Union representative(s) will be based upon anticipated or actual representational workload. If the Regional Vice President (RVP) or designee determines a need to send a Union representative(s) to a fire camp, he/she will contact the Regional Employee Relations Officer or designee. They will make arrangements for dispatch of the specified Union representative(s) designated by the RVP or designee to the fire. When a representative is dispatched, dispatch will be through the regular fire dispatch channels. Initially, one Union representative may be dispatched. Based on anticipated or actual representational workload, additional Union representatives may be dispatched to the fire.
    - c. When a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire, and a fire camp has been established, the RVP or designee will be notified. Notification to the Union will be within twenty-four (24) hours after staffing reaches three hundred (300). That notification will inform the RVP or designee of the location of the fire and the name of the Incident Commander. The Incident Commander will be notified of the name and EC address of the RVP or designee.
    - d. If no representative(s) is dispatched to the fire, the RVPs or designee's name, telephone numbers, and EC address will be conspicuously posted in fire camp(s). If the need arises for an employee to contact the RVP, facilities will be made available to make this contact.
    - e. Union representative(s) will check in with the Finance Chief or Comptroller on arrival at the fire camp and will inform the Finance Chief or Comptroller when the representative(s) leave.
    - f. Where there is a grievance arising from a situation on a fire, the time limit for raising that issue to the appropriate official will not begin to run until the day after the employee returns to his/her official duty station. If the grievant is dispatched to another fire or temporary duty assignment that prevents him/her from preparing and presenting a grievance in a timely manner, the time limit will be extended as stated in the first sentence of this paragraph.

**22.11.7 MILITARY LIAISON OFFICERS.** Individuals in the Southwest Area have been designated as Military Liaison Officers. One should be assigned to work with National Guard or other military organizations when they are mobilized to assist on an incident. Persons to fill this position are available through the coordination center.

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**22.11.8 SPECIAL AGENTS/INVESTIGATORS.** Special Agents/Investigators are employees assigned to handle cases or investigations on specific agency lands. The investigator conducts criminal and civil investigations arising from incident management activities. The investigator is trained, authorized, and equipped to conduct investigations, make arrests, searches and seizures, and serve warrants. The investigator is a technical specialist and is assigned as needed.

**22.11.9 SECURITY SPECIALISTS.** The Security Specialist 1 provides base, camp, or field security for the incident. The Security Specialist 1 is trained, authorized, and equipped to make arrests, searches and seizures, and serve warrants. The Security Specialist 1 reports to the Security Manager.

The Security Specialist 2 provides base, camp, or field security for the incident. The Security Specialist 2 has knowledge and experience in security operations, however, is not trained, authorized, or equipped to make arrests, searches and seizures, or serve warrants. The Security Specialist 2 reports to the Security Manager.